

Subject: Re: Request Copy of BTRC - Hollywood Media District Property Owners Association

From: Ela Vallejo

Date: 05/11/2016 08:13 AM

To: Lisa Schechter

CC: Claire Bartels <claire.bartels@lacity.org>

Good morning Lisa,

Elizabeth Salumbides will contact you this morning to provide you a copy of the BTRC. If you don't hear from Elizabeth by 10 a.m., please let me know. Thank you.

On Tue, May 10, 2016 at 6:24 PM, Claire Bartels <claire.bartels@lacity.org> wrote:

Hi Lisa,

Congratulations to you! I'm so glad to hear where you are and hope you're enjoying your new role at the BID.

I'm copying my assistant, Ela Vallejo, as she will know how to assist you with confirming your BTRC status and working with you to obtain a copy (I believe there is a very nominal fee to reproduce but you're in good hands with Ela!).

Please stay in touch and again, congrats!

Claire

Claire Bartels

General Manager

Office of Finance

City of Los Angeles

[\(213\) 978-1774](tel:(213)978-1774)

Claire.Bartels@lacity.org

On Tue, May 10, 2016 at 5:26 PM, Lisa Schechter <lisa@mediadistrict.org> wrote:

Dear Claire:

Congratulations on your new position as Treasurer! Wow... I am now the Executive Director for the Hollywood Media BID and I wanted to make sure that the BID has a BTRC with the City of Los Angeles. I am sure that it does however I would like to request a copy for my records and update the necessary information just to be sure. We currently have a contract with the City to #C-125070, but I cannot find it in those documents and I do not have access to the city employee intranet so I have to ask for your help.

Thanks again for your assistance.

Regards,

Lisa Schechter
Executive Director
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